



JOB DESCRIPTION

JOB TITLE:	Maintenance Supervisor	
DEPARTMENT:	Public Works Department	
REPORTS TO:	Deputy Director of Public Works	DATE: June, 2009
EMPLOYEE UNIT: AFSCME		Supersedes: September, 2006
FLSA EXEMPT:	No	

JOB SUMMARY: Under direction of the Deputy Director of Public Works, supervises, schedules and coordinates the maintenance operations and personnel assigned in the repair maintenance of streets, storm drains, parks or street landscape; performs related administrative tasks in the operation of assigned work unit; performs other related work as required.

CLASS CHARACTERISTICS: The Maintenance Supervisor is a supervisor level classification who provides oversight and is responsible for directing personnel assigned to the maintenance of streets, parks, street medians, and storm drains. Incumbent is also responsible for ensuring that day-to-day maintenance activities are in conformance with generally accepted principles, standards, laws and regulations governing the maintenance department. As a supervisor, incumbent independently directs and reviews the work of assigned staff.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Deputy Director of Public Works, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Supervise, schedule, and coordinate the personnel assigned to the repair and maintenance activities of streets, sidewalks, catch basins, storm drains, parks, and street landscapes.
2. Responsible for contract administration and inspection.
3. Train and evaluate the performance of assigned personnel, including preparing and presenting formal performance evaluation to subordinate employees.
4. Assist in the preparation and administration of the departmental budget and budget estimates.
5. Inspect assigned area of responsibility for deficiencies and recommend corrective actions; set work priorities.

6. Prepare work schedules for lead workers and oversee projects.
7. Coordinate work with other departments.
8. Inspect work in progress and upon completion; inspect tools and equipment for proper use and care.
9. Primary liaison (and listed on the Agency Certificate as such) with the Department of Agriculture representing the City of Morgan Hill under the California State Department of Agriculture Permit for Pesticide/Herbicide applications. In this role, be responsible for specific reporting responsibilities, and any on-going issues.
10. Supervise the installation of safety devices and instruct in safety practices.
11. Prepare progress and other reports; maintain records as required.
12. Investigate and resolve complaints received from the public and other City staff.
13. Keep time reports and payroll records.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from high school or equivalent.
2. Completion of at least ten units in accredited courses pertaining to Public Works Maintenance and/or Personnel Supervision.
3. Four years of experience, with a minimum of two years in a lead worker or supervisory capacity, in work involving Public Works equipment operation and Public Works related construction and streets and parks maintenance functions.
4. Some technical school training or supervisory course work is highly desired.

Licenses & Certificates:

1. Possess a Class A driving permit in conformance with adopted City driving standards within six months from date of hire and possession of a valid California Class A driver's license within one year from date of hire.
2. Possess a State Applicator's Certificate within one year of hire.
3. Successfully complete a Pulmonary Function Test and be certified to wear a respirator at time of hire.

Other Requirements:

1. Must be willing to work out of doors in various weather conditions.
2. Work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when assigned to stand-by duty.
3. Respond to emergencies on a 24-hour stand-by basis.

Knowledge of:

1. Methods, materials, tools, and equipment used in the maintenance of public facilities including streets, parks and street landscape.
2. Work safety practices and procedures.
3. Purposes and uses of a variety of heavy equipment, power tools and hand tools.
4. Municipal accounting and budgetary systems.
5. Principles and techniques of effective supervision and performance evaluation.
6. Safety practices, principles, and procedures for pesticide, herbicide and insecticide applications.
7. Practices and techniques of landscape maintenance.
8. The California Traffic Manual codes and procedures.

Skill in:

1. Estimating costs; developing and implementing budgets; carrying out work programs, and supervising and directing day-to-day operations.
2. Supervising, training and evaluating assigned staff, including the preparation and presentation of employee performance evaluations.
3. Reading plans and specifications and interpreting them to others.
4. Preparing reports and maintaining records.
5. Use of common office software including Microsoft Office.
6. Plan and schedule work effectively.
7. Establish and maintain effective work relationships with City staff and the general public.
8. Evaluate operations for effectiveness and efficiency; recommend appropriate changes for improvement.
9. Communicate effectively, orally and in writing.
10. Apply herbicides, insecticides, and pesticides safely and effectively.
11. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Perform physical labor and operate tools and machinery.
2. Perform duties using various types of personal protective equipment.
3. Maintain accurate records and prepare clear reports of work performed.
4. Deal tactfully and effectively with the public.
5. Establish and maintain effective working relationships with those contacted in the course of the work..

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must regularly lift and/or move up to 50 pounds of equipment over rough outdoor terrain. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 75% indoors and 25% outdoors; travel is required.
2. The work environment indoors is usually in a temperature-controlled office.
3. While performing the duties of this job outdoors, the employee often works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.